

III-F Grant Project File Reporting

The Grant Project File holds expenditure and encumbrance information for grants and other projects. Federal grants are identified not only by project number/work phase but also by Federal Catalog Number that identifies the grant to a specific Federal program. The SCO also uses the Federal Catalog Number to control grant expenditures.

The financial fields maintain accounting balances for grant project monitoring and reporting purposes. Financial fields include expenditures, advances, outstanding encumbrances, obligations, estimated and actual receipts. Special fields in the file capture statistical data such as units budgeted and units accumulated. This information can be used for billing purposes. The financial information is maintained for the length of the project, from inception to current date (or until purged). This allows tracking financial information for a single project across multiple appropriation years.

For more information on Project and Federal Trust Fund Accounting, see Volume 3, Chapters IX and X, respectively.

FILE INFORMATION

The chart on the next page identifies the source of data and controlling factors that determine the control key for the Grant Project File. Not all elements listed in the control key are used by each agency. Building the key depends upon the posting indicators established by the agency in its tables as shown on the chart. Posting indicators are explained in Volume 2, Chapter IV, Table Maintenance Coding Procedures.

Grant Project File records may be purged annually during the YEC/YEO process. For more information, see Volume 2, Chapter IV-PC, page IV-PC-3 and Volume 7, Chapter VI, page VI-39.

Detail descriptions and illustrations of the Grant Project File reports are on the following pages.

EXHIBIT III-F-1
GRANT PROJECT FILE KEY

NAME	SOURCE	CONTROLLING FACTORS
Organization	Sign on/Security	Name/Password
Project Number	Coded, PA or IC Table look-up *	None
Work Phase	Coded, PA or IC Table look-up *	None
PCA Number	Transaction	None
Fund	Coded or PA look-up	If PC Table Object Posting Level indicator is 0 - 4
Fund Detail	Coded or PA look-up	If D23 Grant/Project Control Indicator is 1
Fund Source	Coded or PA look-up	If Fund is posted
Category	Transaction Object Detail look-up	If PC Table Object Posting Level indicator is 1 - 4 or B - E
Object	Transaction Object Detail look-up	If PC Table Object Posting Level indicator is 2 - 4 or C - E
Object Detail	Transaction	If PC Table Object Posting Level indicator is 3, 4, D or E
Agency Object	Transaction	If PC Table Object Posting Level indicator is 4 or E
Source	Transaction	If PC Table Revenue Posting Level indicator is 1 or 2
Agency Source	Transaction	If PC Table Revenue Posting Level indicator is 2
Vendor Number	Transaction	If PC Table Project Type is 3
Vendor Suffix	Transaction	If PC Table Project Type is 3

* Sequence listed is the order in which information is selected for placement in History File. Also determines which is used for Posting to Grant Project File.

EXHIBIT III-F01

REPORT NAME: Summary of Project Revenue and Expenditures	REPORT NO: CSTARF01																												
PURPOSE: Provides summary information about the status of project expenditures, revenues and statistics (units).																													
DESCRIPTION: Lists expenditures, revenues and units for each Project and Work Phase. Information on the report is from the inception date of the Project through the report "As Of Date".																													
REPORT REQUEST OPTIONS:																													
<p>Report Period:</p> <p> FM: CM, PM or PY P: Not Applicable</p> <p>Level of Detail:</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;"><u>Index (I)</u></th> <th style="text-align: left;"><u>Program (P)</u></th> <th style="text-align: left;"><u>Object/Source(O/S)</u></th> <th style="text-align: left;"><u>Fund (F)</u></th> </tr> </thead> <tbody> <tr> <td>0-No Vendor Number</td> <td>1-Project Number</td> <td>0-No Object</td> <td>0-No Fund</td> </tr> <tr> <td>1-Vendor Number & Suffix</td> <td>2-Work Phase</td> <td>1-Category</td> <td>1-Fund</td> </tr> <tr> <td></td> <td>3-PCA Number</td> <td>2-Object</td> <td>2-Fund Detail</td> </tr> <tr> <td></td> <td></td> <td>3-Object Detail</td> <td></td> </tr> <tr> <td></td> <td></td> <td>4-Agency Object</td> <td></td> </tr> <tr> <td></td> <td></td> <td>5-Conversion Object</td> <td></td> </tr> </tbody> </table> <p>Fund Selection: Blank (all Funds) or any valid Fund</p> <p>GLA Selection: Applies to the Encumbrance + Allocated Encumbrance/Accounts Receivable Balance column only. Blank = Includes Allocated Encumbrances 6150 = Excludes Allocated Encumbrances</p> <p>Additional Report Selection Options Popup Screen:</p> <p> Index Range: Not applicable.</p> <p> PCA Range: Enter the PCA or range of PCAs. Leave blank for all PCAs.</p> <p> OBJ Range: Enter the Object Detail or range of Object Details. Leave blank for all Object Details.</p> <p> FFY Selection: Not applicable.</p> <p> PRJ/WP Selection: Enter the Project and Work Phase independently, or a combination of Project and Work Phase. Leave blank for all Project/Work Phases.</p> <p>Destination Options: All available output media</p>		<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source(O/S)</u>	<u>Fund (F)</u>	0-No Vendor Number	1-Project Number	0-No Object	0-No Fund	1-Vendor Number & Suffix	2-Work Phase	1-Category	1-Fund		3-PCA Number	2-Object	2-Fund Detail			3-Object Detail				4-Agency Object				5-Conversion Object	
<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source(O/S)</u>	<u>Fund (F)</u>																										
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	3-PCA Number	2-Object	2-Fund Detail																										
		3-Object Detail																											
		4-Agency Object																											
		5-Conversion Object																											

EXHIBIT III-F01 (Continued)

REPORT NAME: Summary of Project Revenue and Expenditures	REPORT NO: CSTARF01
FINANCIAL ELEMENTS: <p>This report is divided into three sub-reports. These are listed below along with the record selection classification information:</p> <p>EXPENDITURES: GP File records are selected when there is a non-zero value in Budget Allowable Costs, Budget Other Costs, Advances (no Source), Cash Expenditures, Encumbrances, Allocated Encumbrances or Accrued Expenditures. Source code is 58nnnn or blank.</p> <p>Budget Allowable Cost/Estimated Revenue: GLA=6280: Budget Allowable. Normal balance is a Debit.</p> <p>Outstanding Prepayments: GLA=1730, 1740, and 1750: Advances when Source code is zeros or 58nnnn. Normal balance is a Debit.</p> <p>Budget Other Costs/Advance Collection: GLA=6290: Budget Other. Normal balance is a Debit.</p> <p>Expenditures/Revenue Current Month: GLA=2060, 2790, 9000, 9812, 9822, and 9844: Accrued and Cash Expenditures that occurred for the month requested. Normal balance is a Debit.</p> <p>Expenditures/Revenue Project-to-Date: GLA=2060, 2790, 9000, 9812, 9822 and 9844: Accrued and Cash Expenditures that occurred from the beginning of the project through the end of the month requested. Normal balance is a Debit.</p> <p>Encumbrance + Allocated Encumbrance/ Accounts Receivable Balance: GLA=6150 and 6160: Encumbrances and Monthly Allocated Encumbrances. TCs that record Obligation activity <u>DO NOT</u> post to the GP File and are not included in this column. Normal balance is a Debit.</p> <p>Available Balance: Calculated as Budget Allowable Cost/Estimated Revenue less Outstanding Prepayments less Expenditures Project-To-Date, less Obligation + Encumbrance + Allocated Encumbrance/Accounts Receivable Balance. Normal balance is a Debit.</p> <p>REVENUE: GP File records are selected when there is a non-zero value in Advances (with Source), Estimated Receipts, Accrued Receipts or Receipt Collections. Source code is present and <u>NOT</u> 58nnnn.</p> <p>Budget Allowable Cost/Estimated Revenue: GLA=6231: Estimated Receipts. Normal balance is a Debit.</p> <p>Outstanding Prepayments: Always zero.</p> <p>Budget Other Costs/Advance Collection: GLA=1730, 1740, 1750 and 3400: Advances if Source code is <u>NOT</u> zero or is <u>NOT</u> 58nnnn. Normal balance is a Credit.</p> <p>Expenditures/Revenue Current Month: GLA=1312, 1313, 1314, 1330, 1400, 1500, 8000, 8100, 9830, 9821 and 9811: Accrued Receipts and Receipt/Collection activity occurring for the month requested. Normal balance is a Debit.</p> <p>Expenditures/Revenue Project-to-Date: GLA=1312, 1313, 1314, 1330, 1400, 1500, 8000, 8100, 9830, 9821 and 9811. Accrued Receipts and Receipt/Collection activity occurring from the beginning of the project through the end of the month requested. Normal balance is a Debit.</p>	

EXHIBIT III-F01 (Continued)

REPORT NAME: Summary of Project Revenue and Expenditures	REPORT NO: CSTARF01
FINANCIAL ELEMENTS: (Continued) <p>Encumbrance + Allocated Encumbrance/ Accounts Receivable Balance: GLA=1312, 1313, 1314, 1330, 1400 and 1500: Accrued Receipts for the balance as of the end of the period requested. Normal balance is a Debit.</p> <p>Available Balance: Calculated as Budget Allowable Cost/Estimated Revenue less Expenditures/Revenue Project-To-Date. Normal balance is a Debit.</p> <p>UNITS: GP File records are selected when there is a non-zero value in Units Budgeted or Units Accumulated.</p> <p>Budget Allowable Cost/Estimated Revenue: GLA=6905: Units Budgeted. Normal balance is a Debit.</p> <p>Outstanding Prepayments: Always zero.</p> <p>Budget Other Costs/Advance Collection: Always zero.</p> <p>Expenditures/Revenue Current Month: GLA=6902: Units Accumulated during the month requested on report. Normal balance is a Debit.</p> <p>Expenditures/Revenue Project-to-Date: GLA=6902. Units Accumulated from the beginning of the project through the end of the month requested on report. Normal balance is a Debit.</p> <p>Obligation + Encumbrance + Allocated Encumbrance/Accounts Receivable Balance: Always zero.</p> <p>Available Balance: Calculated as Budget Allowable Cost/Estimated Revenue less Expenditures/Revenue Project-To-Date. Normal balance is a Debit.</p>	
SPECIAL NOTES: <p>When the report is requested with Index Level of Detail of 1 (Vendor Number and Suffix) displays information at this level <u>ONLY</u> when the Project Type is 3 or D.</p> <p>Report should be requested at Program level 3 <u>ONLY</u> when doing fund control at the PCA level. Otherwise the report is unusable. Refer to Volume 3, Chapter IX, for more information on posting Projects with PCAs.</p> <p>Entitlement Period and PC Table Project Type show only when report is requested at Program level 2 or 3.</p> <p>When the requested with Program level 1, the report combines all Work Phases together as one report. There is no page break on a change of Entitlement Period.</p> <p>When requested as a Prior Year report, the Expenditure/Revenue Current Month Column is blank.</p> <p>If the Object Posting Level indicator on the PC Table is set to 0, 1, A or B, then Object Detail will not be in the Grant Project File and therefore not on this report.</p>	

EXHIBIT III-F01 (Continued)

REPORT NAME: Summary of Project Revenue and Expenditures	REPORT NO: CSTARF01
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REPORT SORT:

DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL
Project Number	Level of Detail: P	Yes	No
PCA Number	Level of Detail: P	Yes	No
Fund	Level of Detail: F	Yes	No
Vendor Number	Level of Detail: I	Yes	No
Sort Type ^{1/}	None	No	No
Project Start Date	None	Yes	No
Project End Date	None	Yes	No
Entitlement Period	None	Yes	No
Project Type	None	Yes	No
Object, Source Code, Conversion Object	None	No	No

^{1/} Sort Type: Classification of Grant Project Record that determines if it is included in the Expenditures, Revenues or Units section of the report.

EXHIBIT III-F01 (Continued)

CSTARF01 9990 (DEST: M1 CPT1) PM, ,1,2,3,1, , , , , ,
FISCAL MONTH: 03 SEPTEMBER 1(VNDR) 2(WKPH) 3(OBJDTL) 1(FUND) FUND(ALL) GL(ALL)
DEPARTMENT OF AIR QUALITY
SUMMARY OF PROJECT REVENUES AND EXPENDITURES
AS OF 09/30/00

***** RUN:10/31/00 TIME:16.28

***** PAGE 19

PROJECT NO:	122913	KERN AIR QUALITY AUTHORITY
WORKPHASE:	00	KERN AIR QUALITY AUTHORITY
FUND:	0890	FEDERAL TRUST FUND
VENDOR:	000000000000	

ENTITLEMENT PERIOD: 08/01/97 - 06/30/01

PROJECT TYPE: 3 LOCAL AGENCY GRANT

OBJ/REV CODE	BUDGET ESTIMATED	ALLOW REVENUE	COST/ PREPAYMENTS	OUTSTANDING ADVANCE	BUDGET OTHER COLLECTION	COST/ CURRENT MONTH	EXPENDITURES/REV PROJECT-TO-DATE	EXPENDITURES/REV ACCT RECEIVABLE	ENC + ALLOC ENC /	ENC / BALANCE	AVAILABLE
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1-01-003	CIVIL SERVICE-PERM							
	0.00	0.00	0.00	0.00	1,649.90	0.00	1,649.90-	
1-03-103	OASDI							
	0.00	0.00	0.00	0.00	92.23	0.00	92.23-	
1-03-104	DENTAL INSURANCE							
	0.00	0.00	0.00	0.00	17.63	0.00	17.63-	
1-03-105	HEALTH/WELFARE INS							
	0.00	0.00	0.00	0.00	104.08	0.00	104.08-	
1-03-106	RETIREMENT							
	0.00	0.00	0.00	0.00	204.22	0.00	204.22-	
1-03-135	LIFE INSURANCE							
	0.00	0.00	0.00	0.00	0.06	0.00	0.06-	
1-03-136	VISION CARE							
	0.00	0.00	0.00	0.00	2.59	0.00	2.59-	
1-03-137	MEDICARE TAXATION							
	0.00	0.00	0.00	0.00	23.81	0.00	23.81-	
*TOTAL EXPENDITURES								
	0.00	0.00	0.00	0.00	2,094.52	0.00	2,094.52-	
493283-00	CENTER FOR DISEASE CONTRL-INVESTIGTNS/TECHNCL ASST							
	118,765.00	0.00	0.00	0.00	1,991.36	0.00	116,773.64	
*TOTAL REVENUES								
	118,765.00	0.00	0.00	0.00	1,991.36	0.00	116,773.64	
7-78-998	STATS OBJECT DETAIL							
	0.00	0.00	0.00	0.00	97.01	0.00	97.01-	
*TOTAL UNITS								
	0.00	0.00	0.00	0.00	97.01	0.00	97.01-	

EXHIBIT III-F01 (Continued)

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EXHIBIT III-F05

REPORT NAME:	Summary of Letter of Credit Balance			REPORT NO:	CSTARF05
PURPOSE:	Provides an analysis of Project advances necessary to cover the expenditures shown on the H07 report. Used for preparing a Letter of Credit drawdown.				
DESCRIPTION:	Lists the amount to drawdown by Fund and Federal Catalog Number. Data is selected for this report when the PC Table Billing Cycle is set to 1 (Daily) and the Fund Source is F (Federal Trust).				
REPORT REQUEST OPTIONS:					
Report Period:					
FM: CM, PM or PY					
P: Not applicable					
Level of Detail:					
<u>Index (I)</u>		<u>Program (P)</u>		<u>Object/Source(O/S)</u>	
Not applicable		Not applicable		Not applicable	
Fund Selection: Not applicable					
GLA Selection: Not applicable					
Additional Report Selection Options Popup Screen: Not applicable					
Destination Options: All available output media					
FINANCIAL ELEMENTS:					
Budget Allowable: GLA=6280. Budget Allowable or the Grant Award for Project to date. Normal balance is a Debit.					
Receipts to Date: GLA=8000, 8100, 9811, 9821 and 9830. Project to date Cash Receipts collected including Letters of Credit. Normal balance is a Debit.					
Outstanding Receivables: GLA=1312, 1313, 1314, 1330, 1400 and 1500. Project to date Accounts Receivable balance, including pending Letters of Credit drawdowns. Normal balance is a Debit.					
Available to Draw: Calculated as Budget Allowable less Receipts to Date less Outstanding Receivables. Normal balance is a Debit.					
Total Disbursed: GLA=1730, 1710, 1750, 9000, 9812, 9822 and 9844. Project to date Cash Expenditures and Advances. Normal balance is a Debit.					
Excess Disbursed: Calculated as Budget Allowable less Total Disbursed when the result is less than zero; otherwise, zero is shown. This means that more has been drawn and expended than allowed in the budget. This usually occurs at year-end before Year-end Close is completed; when Budget Allowable is loaded incorrectly; or the project is over-expended. Normal balance is a Credit or zero.					

EXHIBIT III-F05 (Continued)

REPORT NAME: Summary of Letter of Credit Balance	REPORT NO: CSTARF05																
FINANCIAL ELEMENTS: (Continued) <p>Amount to Draw: Calculated in one of the following ways:</p> <ol style="list-style-type: none"> 1) When Excess Disbursed <u>is zero</u> this is calculated as Total Disbursed less Receipts to Date less Outstanding Receivables. When less than zero, a zero is displayed. 2) When Excess Disbursed <u>is NOT zero</u>, this is the Available Balance if it is greater than zero. If less than zero, a zero is displayed. <p style="text-align: center;">Normal balance is a Debit or zero.</p>																	
SPECIAL NOTES: <p>Data selected for report ONLY when PC Table Billing Cycle is set to 1 (daily) <u>AND</u> Fund Source is F (Federal Trust).</p>																	
REPORT SORT: <table border="1" style="margin: 10px auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">DATA FIELD</th> <th style="padding: 5px;">SELECTION OPTIONS</th> <th style="padding: 5px;">PAGE-BREAK</th> <th style="padding: 5px;">SUB-TOTAL</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Fund</td> <td style="padding: 5px;">None</td> <td style="padding: 5px;">No</td> <td style="padding: 5px;">Yes</td> </tr> <tr> <td style="padding: 5px;">Federal Catalog Number</td> <td style="padding: 5px;">None</td> <td style="padding: 5px;">No</td> <td style="padding: 5px;">Yes</td> </tr> <tr> <td style="padding: 5px;">Project</td> <td style="padding: 5px;">None</td> <td style="padding: 5px;">No</td> <td style="padding: 5px;">No</td> </tr> </tbody> </table>		DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL	Fund	None	No	Yes	Federal Catalog Number	None	No	Yes	Project	None	No	No
DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL														
Fund	None	No	Yes														
Federal Catalog Number	None	No	Yes														
Project	None	No	No														

EXHIBIT III-F05 (Continued)

CSTARF05 9990 (DEST: L1 CPT1) PM, ,0,0,0,0,
FISCAL MONTH: 08 FEBRUARY *****

***** RUN:03/01/01 TIME:06.01

DEPARTMENT OF AIR QUALITY
SUMMARY OF LETTER OF CREDIT BALANCES
AS OF 02/28/00

***** PAGE 1

FUND	FEDERAL CATALOG	PROJECT	DESCRIPTION						
			BUDGET ALLOWABLE	RECEIPTS TO DATE	OUTSTANDING RECEIVABLES	AVAILABLE TO DRAW	TOTAL DISBURSED	EXCESS DISBURSED	AMOUNT TO DRAW
0890	84186011	GDFSCS 00	CLEAN AIR COMMUNITIES SUPPORT						
		32,042.00	152,702.52	0.00		120,660.52-	127,860.12	95,818.12-	0.00
		GDFSCS 96	CLEAN AIR COMMUNITIES SUPPORT						
		31,622.50	1,221,711.88	0.00		1,190,089.38-	1,521,172.82	1,489,550.32-	0.00
		GDFSCS 97	CLEAN AIR COMMUNITIES SUPPORT						
		176,035.00	1,101,753.88	0.00		925,718.88-	1,755,943.57	1,579,908.57-	0.00
		GDFSCS 98	CLEAN AIR COMMUNITIES SUPPORT						
		38,669.00	675,169.26	0.00		636,500.26-	1,665,260.53	1,626,591.53-	0.00
		GDFSCS 99	CLEAN AIR COMMUNITIES SUPPORT						
		35,544.00	1,502,756.87	0.00		1,467,212.87-	616,649.88	581,105.88-	0.00
*TOTAL	FEDERAL CATALOG	84186011							
		313,912.50	4,654,094.41	0.00		4,340,181.91-	5,686,886.92	5,372,974.42-	0.00
0890	84186012	GDFSCL 00	CLEAN AIR COMMUNITIES L/A						
		2,553,395.00	1,086,257.59	0.00		1,467,137.41	1,086,257.59	0.00	0.00
		GDFSCL 50	CLEAN AIR COMMUNITIES L/A						
		2,962,066.00	1,269,620.00	0.00		1,692,446.00	1,269,620.00	0.00	0.00
		GDFSCL 97	CLEAN AIR COMMUNITIES L/A						
		10,145,866.63	5,464,412.34	0.00		4,681,454.29	8,483,471.55	0.00	3,019,059.21
		GDFSCL 98	CLEAN AIR COMMUNITIES L/A						
		10,542,068.22	10,137,049.97	0.00		405,018.25	10,230,025.75	0.00	92,975.78
		GDFSCL 99	CLEAN AIR COMMUNITIES L/A						
		9,924,889.00	6,710,457.52	0.00		3,214,431.48	5,468,647.89	0.00	0.00
*TOTAL	FEDERAL CATALOG	84186012							
		36,128,284.85	24,667,797.42	0.00		11,460,487.43	26,538,022.78	0.00	3,112,034.99
0890	93101011	GPPW2S 00	CLEAN AIR FACTORIES - SUPPORT						
		0.00	846.95	0.00		846.95-	0.00	0.00	0.00
		GPPW2S 96	CLEAN AIR FACTORIES - SUPPORT						
		0.00	36,117.88	0.00		36,117.88-	48,745.94	48,745.94-	0.00
		GPPW2S 97	CLEAN AIR FACTORIES - SUPPORT						
		0.00	66,133.82	0.00		66,133.82-	85,621.83	85,621.83-	0.00
		GPPW2S 98	CLEAN AIR FACTORIES - SUPPORT						
		0.00	26,998.30	0.00		26,998.30-	20,117.80	20,117.80-	0.00
		GPPW2S 99	CLEAN AIR FACTORIES - SUPPORT						
		0.00	32,518.68	0.00		32,518.68-	30,945.18	30,945.18-	0.00
		GRPPWS 96	CLEAN AIR FACTORIES - SUPPORT						

EXHIBIT III-F05 (Continued)

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